

ATTORNEY -- Quick Reference Guide**Response**

Step	Action
1	Click on <u>Bankruptcy</u> hyperlink NOTE: If the response, objection or answer is in an adversary proceeding, choose the <u>Adversary</u> hypertext link
2	Click <u>Answer/Response</u>
3	Click the <u>Reference an Existing motion/application</u>
4	Enter the case number - click NEXT
5	Select response from the following in the Document Type drop down menu - click NEXT C consent C objection C reply C response
6	At the Joint Filing with Other Attorney(s) Screen - click NEXT
7	Select the party who is filing the response by highlighting their name. - click NEXT NOTE: If your party is not listed: C click <u>Add/Create New Party</u> - enter search criteria, click Search C if the party's name appears: C highlight and click [select name from list] C NOTE: Be sure to identify appropriate role type code, click Submit C if the party's name does not appear: C click <u>Add New Party</u> button C complete information for party C NOTE: Be sure to identify appropriate role type code, click Submit C Select the party filer - click NEXT C The Attorney/Party Association screen will appear if a new party was added to the case. C Check the box to make an attorney/party association if applicable - click NEXT
8	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry
9	Leave the Attachments to Document default option to No - click NEXT
10	Select the category the response relates to. The Filed and Documents fields can be left blank - click NEXT

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11	Check the box beside the pleading the response relates to - click NEXT
12	At the Docket Text: Modify as appropriate screen, verify text and enter a prefix or additional text if needed - click NEXT
13	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
14	The Notice of Electronic Filing screen appears and your transaction is complete.